

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Thursday, March 2 - Saturday, March 4, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$374	\$209	\$91.95	\$20 (UN Tour)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached agenda.

3/13/17
(Date)

NICOLE PORRECA
(Printed name of traveler)

Nicole Porreca
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/13/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

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3:00 PM	Amtrak Acela #2170 to New York City (5:46 PM arrival) <i>Location: Union Station</i> <i>or</i>
4:00 PM	Amtrak Acela #2172 to New York City (6:46 PM arrival) <i>Location: Union Station</i>
7:45 PM	Meet in hotel lobby for departure to dinner <i>Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017</i>
8:00 – 10:00 PM	Organizational Dinner with Delegation Participants Briefing by Mr. Stephane Dujarric, Spokesperson for the UN Secretary-General <i>Location: Vermillion 480 Lexington Ave, New York, NY 10017</i>

8:00 – 8:15 AM	Hotel checkout. Please leave your bag with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations.
8:30 – 9:15 AM	Working Breakfast Briefing by Mr. Max Kendrick, Political Officer and Ms. Aisha Sabar, Senior Policy Advisor for UN Management and Reform, U.S. Mission to the United Nations <i>Location: U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017</i>
9:45 – 10:30 AM	Briefing by Mr. Tomas Christensen, Chef de Cabinet, Office of the President of the 71st Session of the UN General Assembly <i>Location: United Nations HQ Conference Room D (level 1 B, Conference Building)</i>
10:45 – 11:45 AM	United Nations Guided Tour Lecture and Briefing <i>Location: United Nations HQ</i>
11:45 – 12:30 PM	Briefing by Ms. Ninette Kelley, Director NY Office, UN Refugee Agency (UNHCR) <i>Location: United Nations HQ (Meeting Room S09MM2, Secretariat Building)</i>
12:30 – 1:15 PM	Working Lunch Briefing by Ms. Teresa Whitfield, Officer-in-Charge, Policy and Mediation Division, Department of Political Affairs (DPA) <i>Location: United Nations HQ (Meeting Room S09MM2, Secretariat Building)</i>
1:35 – 2:35 PM	Briefing by Mr. El Ghassim Wane, Assistant Secretary General for Peacekeeping Operations, Department of Peacekeeping Operations (DPKO) <i>Location: United Nations HQ, Conference Room D (level 1 B, Conference Building)</i>
3:00 PM	Depart from hotel for Penn Station
4:00 PM	Amtrak Acela #2165 to Washington, DC (6:53 PM Arrival) <i>Location: Penn Station</i>

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Form RE-1

January 13, 2017

Nicole Porreca, Legislative Assistant
Sen. Tim Kaine
Russell Senate Office Building, Room: 231
Washington, DC 20510

Dear Nicole,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to the United Nations Headquarters in New York on either Friday, March 3 or Monday, March 6.

If you are unfamiliar with the United Nations Foundation, we are a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, providing an opportunity to learn about the UN's work firsthand and ask questions about a wide range of policy initiatives. Our upcoming March trips will offer a general overview of UN priorities and challenges for 2017, including issues related to the new UN Secretary-General, UN reform, counterterrorism, forced displacement, and peacekeeping.

The basic format of the trip is as follows (please choose the date that works best for your schedule):

Trip 1 (March 3): The delegation takes the train to New York on Thursday, March 2 evening for a welcome dinner. On Friday, you will attend a series of informational meetings with UN officials and participate in a private tour of the United Nations. The day will end with a working lunch featuring an additional UN guest speaker. You will depart New York by 4pm on Friday.

Trip 2 (March 6): The format is the same except that the departure date is Sunday, March 5 returning on Monday, March 6 by 4pm.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all Senate ethics guidelines. **If you are interested in participating, please let us know which trip (March 3 or March 6) best fits your schedule by FRIDAY, JANUARY 27.**

As we begin the year with a new UN Secretary-General and new U. S. President, we hope that you will take this opportunity to learn more about the UN and how it is working to advance U.S. foreign policy, national security, and economic interests both here and around the world.

Sincerely,



Peter Yeo
Vice President of Public Policy
United Nations Foundation

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Headquarters Congressional Trip
3. Dates of travel: Thursday, March 2, 2017 - Friday, March 3, 2017
4. Place of travel: New York City, New York
5. Name and title of Senate invitees: Please see attached.
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related events and provides publications and other educational materials to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$468	\$209	\$110	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to the UN Headquarters, which is located in New York City.

19. Name and location of hotel or other lodging facility:

Westin Grand Central Hotel - New York City, New York

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen because of the favorable cost and location. All attendees will be staying in this hotel.

UNITED NATIONS FOUNDATION

AGENDA FOR: Congressional Learning Trip to the United Nations March 2-3, 2017

Thursday, March 2, 2017

- 7:15 PM Meet in hotel lobby for departure to dinner
Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017
- 8:00 PM *Organizational Dinner with Delegation Participants*
Briefing by **Mr. Stephan Dujarric, Spokesperson for the UN Secretary-General**
Location: Jubilee, 948 1st Avenue, New York, NY 10022

Friday, March 3, 2017

- 8:00 AM - 8:15 AM Meet in lobby for departure to the United Nations Foundation
- 8:30 AM – 9:15 AM Continental Breakfast
Briefing by **Ms. Nanettee Kelley, Director NY Office, UN Refugee Agency**
*Location: United Nations Foundation, 9th Floor
801 2nd Avenue*
- 9:15 AM – 9:30 AM Walk to United Nations Headquarters
- 9:45 AM – 10:30 AM Briefing by **Mr. Tomas Christensen, Chef de Cabinet
Office of the President of the 71st Session of the UN General Assembly**
Location: United Nations HQ, Conference Room B
- 10:45 AM – 12:00 PM **United Nations Private Tour/Gift Shop/Passport Office**
Location: United Nations HQ
- 12:30 PM – 1:15 PM Working Lunch
- Briefing by **Mr. Angus Rennie, Sr. Mgr., Partnerships & UN Relations, UN Global Compact**
*Location: United Nations Foundation, 9th Floor
801 2nd Avenue*
- 1:15 PM – 2:15 PM Briefing by **Ms. Nannette Ahmed, Head of Africa II Division, Department of Peacekeeping Operations**
*Location: United Nations Foundation, 9th Floor
801 2nd Avenue*
- 2:45 PM Depart from hotel for Penn Station
- 4:00 PM Transportation back to Washington, D.C.

Senate Invitee List for the UN Foundation Congressional Learning Trip to the UN Thursday, March 2, 2017 – Friday, March 3, 2017

The following Senate staff have been invited to participate in this learning trip to the United Nations Headquarters in New York because they are responsible for issues related to the U.S.-UN relations, UN funding, foreign policy, military engagement, humanitarian aid, international development, women's issues, and/or human rights.

- Phil McGovern, Senior Policy Advisor
Sen. Edward Markey (D-MA), Senate Foreign Relations Committee
- Nicole Porreca, Legislative Assistant
Sen. Tim Kaine (D-VA), Senate Foreign Relations Committee
- Will Scheffer, Legislative Assistant
Sen. Jeanne Shaheen (D-NH), Senate Appropriations Committee
- Rachel Peterson, Legislative Assistant
Sen. Patty Murray (D-WA), Senate Appropriations Committee
- Kaylan Billingsley, Legislative Assistant
Sen. Shelley Capito (R-WV), Senate Appropriations Committee

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Nicole PorrecaEmploying Office/Committee: Office of Senator Tim KainePrivate Sponsor(s) (list all): United Nations FoundationTravel date(s): Thursday March 2, 2017 - Friday, March 3, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): New York City, New York

Explain how this trip is specifically connected to the traveler's official or representational duties:

Senior Foreign Policy Advisor for Senator Kaine. His work on SFRC requires oversight of the United Nations. Trip will help fulfill these responsibilities.

Name of accompanying family member (if any): Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/31/17
(Date)

Nicole Porreca
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tim Kaine hereby authorize Nicole Porreca
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/31/17
(Date)

Tim Kaine
(Signature of Supervising Senator/Officer)